



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

August 17, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

**Wednesday August 17, 2016**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report

**D. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for August 3, 2016
2. Approval of DRAFT minutes of regular meeting for August 3, 2016
3. Approval of DRAFT minutes of special meeting for August 6, 2016
4. Approve Register of District Invoices
5. Consider approval of the report and authorize the General Manager to sign the Notice of Completion for the Equipment Cover Project and release the remaining retention.
6. Consider approval of the report and authorize the General Manager to sign the Notice of Completion for the Secondary Improvement Project – Plant No. 2 and release the remaining retention.
7. Consider approving the 2016 Salary Schedule as recommended by the Interim General Manager.

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of July 2016

**F. BUSINESS AND ACTION ITEMS**

1. Consider authorizing the agency comment request – DP16-3032 – Discovery Bay Country Club Existing Guard Shack Relocation.
2. Consider approval to waive fees for the Odyssey of the Mind program for the use of the Discovery Bay Community Center Art Room for the 2016-17 school year.

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**H. PRESENTATIONS**

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORTS – Discussion and Possible Action**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Water and Wastewater Committee – August 30, 2016
2. Park and Recreation Committee

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – East Contra Costa Fire Protection District meeting minutes for July 11, 2016
2. Received – California Special Districts Association regarding 2017 CSDA Committee & Expert Feedback Team Participation – August 1, 2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next Regular meeting of September 7, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

*A COMMUNITY SERVICES DISTRICT*



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## **There are no written materials for agenda items listed below:**

- C.** AREA AGENCIES REPORTS / PRESENTATION
- G.** INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- H.** PRESENTATIONS
- I.** PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J.** MANAGER'S REPORTS – Discussion and Possible Action
- K.** GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L.** DISTRICT LEGAL COUNSEL REPORT
- M.** SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O.** PUBLIC RECORD REQUESTS RECEIVED
- P.** FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday, August 3, 2016

SPECIAL MEETING 6:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### SPECIAL MEETING AT 6:30 P.M.

#### A. ROLL CALL

1. Call business meeting to order 6:30 p.m. – By President Pease
2. Roll Call – All Present

#### B. PUBLIC COMMENT

None

#### C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Streeter – The Board is now adjourning into closed session regarding item D-1.

#### D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Catherine Kutsuris  
Unrepresented Employee: All TODB Employees

#### E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Streeter – The Board has reconvened from closed session and there is no reportable action.

#### F. ADJOURNMENT

1. The meeting adjourned at 7:14 p.m. to the Regular Meeting on August 3, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-10-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday August 3, 2016  
REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:15 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

**Public Comment Speakers – 1) Regarding Pickleball Courts at Cornell Park; 2) Speeding on Newport**

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month of June and the number of calls within the month.
2. CHP Report - Officer Thomas – No report
3. Supervisor Mary Piepho, District III Report – Provided an update regarding projects – Delta Plan(Restore the Delta), Balfour shoulder widening project (Bixler Road to Sellers Avenue), Ribbon cutting for Highway 4, Working with the Department of Boating and Waterways regarding the Aquatic Weeds.

Interim General Manager – Requested item K-2 to be moved to AREA AGENCIES REPORTS/PRESENTATION.

**Contra Costa Health Services Environmental Health Director - Dr. Underwood –** Provided an update regarding the Blue-Green Algae with a map of the locations of the samples and testing along with the danger and warnings.

**Public Comment Speakers – 1) What is causing the Blue-Green Algae – the heat is the biggest factor (this is a temporary problem) 2) Posting signs – Danger, Warning – Working with the Harbor Master with the posting; 3) Testing all of the Bays - will work with the State Water Board.**

Dr. Underwood met with the residents regarding other questions.

**D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report – No report
2. County Planning Commission Report – No report
3. Code Enforcement Report – No report
4. Special Districts Report\*\* - No report

**\*\*These meetings are held Quarterly**

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for July 20, 2016
2. Approval of DRAFT minutes of regular meeting for July 20, 2016
3. Approve Register of District Invoices

President Pease – added agenda items F-2 and F-3 to the Consent Calendar

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

**F. BUSINESS AND ACTION ITEMS**

1. Approve the issuance of a contract with Luhdorff and Scalmanini Consulting Engineers in the amount of \$60,000 for general engineering services related to water planning and operations for the period of August 1, 2016 through July 30, 2017.

Interim General Manager Kutsuris– Provided the details regarding the contract for the general services related to water planning and operations for the period of August 1, 2016 through July 30, 2017.

The intent of this contract is to ensure that Luhdorff and Scalmanini Consulting Engineers are taking a proactive approach with respect to the District – evaluating long-range issues.

Motion by: Vice-President Leete to authorize the Interim General Manager to sign a contract in the amount of \$60,000 on behalf of the District with Luhdorff and Scalmanini Consulting Engineers for general engineering services related to water planning and operations for the period of August 1, 2016 through July 30, 2016.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

2. Accept the report regarding the installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.

Moved to the Consent Calendar

3. Adopt Resolution No. 2016-14 approving revisions to the Employee Personnel Manual related to employee evaluations and merit increases.

Moved to the Consent Calendar

**G. MANAGER'S REPORT – Discussion and Possible Action**

1. Recreation Program Update 2016

Recreation Program Coordinator Kaiser – Provided the details of the recreation program – Aquatics, Summer Programs. Dance Program and Tennis Program.

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**I. PRESENTATIONS**

None

**J. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Recognition from Special District Leadership Foundation for District of Distinction Recertification.

Interim General Manager Kutsuris - Provided the details regarding the recognition from Special District Leadership Foundation for District of Distinction Recertification.

President Pease commended staff for all of the work on this project.

2. Update on the County Environmental Health work related to the Blue-Green Algae.

Moved to C - AREA AGENCY REPORTS/PRESENTATIONS

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

Director Graves – Water and Wastewater meeting - Provided an update regarding the Water Meters.

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Letter from Contra Costa County Board of Supervisors, County Supervisor Piepho regarding the 2016 Aquatic Weed Treatment Program.

**O. PUBLIC RECORD REQUESTS RECEIVED**

None

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

1. The meeting adjourned at 8:02 p.m. to the next regular meeting of August 17, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-10-2016

[www.todb.ca.gov](http://www.todb.ca.gov)

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# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Saturday, August 6, 2016

**SPECIAL MEETING - 8:00 A.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### SPECIAL MEETING AT – 8:00 A.M.

#### A. ROLL CALL

1. Call business meeting to order 8:00 a.m. – by President Pease
2. Roll Call – All Present

#### B. PUBLIC COMMENT

None

#### C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

#### D. CLOSED SESSION:

1. Public Employee Appointment pursuant to CA Government Code Section 54957  
Title: General Manager  
(Interview Potential Candidates)

#### E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

#### F. ADJOURNMENT

1. The meeting adjourned at 12:53 p.m. to the Regular Meeting on August 17, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-10-16

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 17, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 245,277.66

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: D-4

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On August 17, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Big Dog Computer	BDC33238	Internet For New Landscape Office (Z35,Z57,Z61)	07/13/16	\$85.70
Comcast	8155400350357156/716	Internet Service Fire Station (Z35,Z57,Z61,Z8,Z9)	07/20/16	\$392.10
Denalect Alarm Company	S101466	Building Maintenance (Z35,Z57,Z61)	07/22/16	\$98.55
Department Of Motor Vehicles	2	Trailer Replacement Plate (Z9)	07/28/16	\$20.00
Discovery Bay Disposal	17-0013218/072916	Landscape Reimb (Z57,Z61)	07/29/16	\$419.77
Discovery Locks & More, Inc.	14091	Building Maintenance (Z35,Z57,Z61)	07/21/16	\$275.85
Jett Landscape Architecture	17385	Landscape Reimb (Z61)	07/31/16	\$1,391.25
			<b>Contra Costa County</b>	<b>Sub-Total</b>
				<b>\$2,683.22</b>
<b>Water</b>				
Big Dog Computer	BDC33234	Caselle/Server Issue	07/25/16	\$91.00
Big Dog Computer	BDC33241	Upgrade Internet Speed	07/29/16	\$164.50
Big Dog Computer	BDC33242	Virus Remediation	07/27/16	\$93.17
Big Dog Computer	BDC33243	Monthly Updates For Server	08/02/16	\$102.00
CaliforniaChoice Benefit Admin	2499375/53040	Medical Benefits Sept 2016	07/27/16	\$3,839.11
HD Supply Waterworks, LTD	F835961	Water Meter Boxes And Lids	07/27/16	\$1,743.39
J.W. Backhoe & Construction, Inc.	2600	Broken Angle Meter Stop Starfish Ct	06/22/16	\$1,573.83
J.W. Backhoe & Construction, Inc.	2618	Water Leak WWTP#2	07/22/16	\$4,452.40
J.W. Backhoe & Construction, Inc.	2619	Water Leak Willow Lake Rd	07/22/16	\$2,967.40
J.W. Backhoe & Construction, Inc.	2622	Water Leak Beaver Ct	07/25/16	\$6,276.68
J.W. Backhoe & Construction, Inc.	2623	Water Leak Beaver Ct	07/25/16	\$5,689.44
J.W. Backhoe & Construction, Inc.	2627	Water Leak Laguna Ct	07/26/16	\$3,512.38
J.W. Backhoe & Construction, Inc.	2628	Leaking Fire Hydrant Valve Sand Point Rd	07/26/16	\$11,592.52
J.W. Backhoe & Construction, Inc.	2630	Water Leak Discovery Bay Blvd	07/26/16	\$3,519.80
J.W. Backhoe & Construction, Inc.	2631	Broken Gate Valve Laguna Ct	07/26/16	\$7,478.78
J.W. Backhoe & Construction, Inc.	2632	Crack Sealing	07/26/16	\$1,595.00
Lesley Marable	JULY 2016	Expense Report July 2016	08/05/16	\$33.46
Neumiller & Beardslee	278923	General Services June 2016	07/27/16	\$6,000.81
Neumiller & Beardslee	278924	Hofmann Land Development v. TODB	07/21/16	\$1,588.14
Office Depot	851641966001	Office Supplies	07/19/16	\$46.07
Paul E. Vaz Trucking, Inc.	43351	Material 07/1/16 & 07/15/16	07/20/16	\$1,236.74
Paul E. Vaz Trucking, Inc.	43352	Freight 07/01/16 & 07/15/16	07/20/16	\$1,365.83
ReliaStar Life Insurance Company	JR52 457(B) 081516	457(b) 08/01/16-08/15/16	08/15/16	\$410.04
Sue Heintl	AUG 2016	Expense Report Aug 2016	08/04/16	\$37.58
Univar	SJ760120	Chemicals Delivered 07/20/16	07/20/16	\$264.65
Univar	SJ760122	Chemicals Delivered 07/20/16	07/20/16	\$250.83
Veolia Water North America	60087	Monthly O&M Fee Aug 2016	08/01/16	\$51,250.12
			<b>Water</b>	<b>Sub-Total</b>
				<b>\$117,175.67</b>
<b>Wastewater</b>				
Big Dog Computer	BDC33234	Caselle/Server Issue	07/25/16	\$136.50
Big Dog Computer	BDC33241	Upgrade Internet Speed	07/29/16	\$246.75
Big Dog Computer	BDC33242	Virus Remediation	07/27/16	\$139.75
Big Dog Computer	BDC33243	Monthly Updates For Server	08/02/16	\$153.00
CaliforniaChoice Benefit Admin	2499375/53040	Medical Benefits Sept 2016	07/27/16	\$5,758.67
Cintas	185564069	Uniforms	07/20/16	\$14.20
Cintas	185564949	Uniforms	07/27/16	\$14.20
Cintas	185565830	Uniforms	08/03/16	\$14.20
CVCWA	2016-2017	CV-Salts Special Project Membership 2016/2017	06/29/16	\$1,500.00
Delta Seaweed Removal	2016	Security Deposit	08/05/16	\$1,500.00
Herwit Engineering	16-7	Professional Services July 2016	08/01/16	\$2,557.50
Herwit Engineering	DB-MP-7-5	Effluent Filtration Project July 2016	08/01/16	\$18,362.48
Lesley Marable	JULY 2016	Expense Report July 2016	08/05/16	\$50.20
Neumiller & Beardslee	278923	General Services June 2016	07/27/16	\$9,001.21
Neumiller & Beardslee	278924	Hofmann Land Development v. TODB	07/21/16	\$2,382.20
Office Depot	851641966001	Office Supplies	07/19/16	\$69.10
ReliaStar Life Insurance Company	JR52 457(B) 081516	457(b) 08/01/16-08/15/16	08/15/16	\$615.06
Solenis LLC	604845	Praestol Adjustment	08/08/16	\$215.95
Sue Heintl	AUG 2016	Expense Report Aug 2016	08/04/16	\$56.38
Veolia Water North America	60087	Monthly O&M Fee Aug 2016	08/01/16	\$76,875.19
			<b>Wastewater</b>	<b>Sub-Total</b>
				<b>\$119,662.54</b>
			<b>Community Center</b>	<b>Sub-Total</b>
				<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$239,521.43</b>

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On August 17, 2016  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	1195	Community Center-Install Outlet	07/28/16	\$150.00
Big Dog Computer	BDC33237	Community Center-Software Installation	07/25/16	\$170.00
Big Dog Computer	BDC33238	Internet For New Landscape Office	07/13/16	\$17.16
Big Dog Computer	BDC33239	Community Center-Office Move	07/25/16	\$380.00
Cintas	185564069	Uniforms	07/20/16	\$60.99
Cintas	185564069	Community Center-Mats	07/20/16	\$63.47
Cintas	185564949	Uniforms	07/27/16	\$54.96
Cintas	185564949	Community Center-Mats	07/27/16	\$63.46
Cintas	185565830	Uniforms	08/03/16	\$54.16
Cintas	185565830	Community Center-Mats	08/03/16	\$63.46
Denalect Alarm Company	S101466	Building Maintenance	07/22/16	\$19.74
Discovery Bay Disposal	17-0001966/072916	Com 2 YD Bin	07/29/16	\$150.27
Discovery Locks & More, Inc.	14091	Building Maintenance	07/21/16	\$55.23
Henson Plumbing, Inc.	51389	Cornell Park Restroom Repair	07/26/16	\$561.89
Karina Dugand	34	Community Center-Program Fees	07/28/16	\$721.50
Lincoln Equipment, Inc.	SI296881	Community Center-Pool Chemicals	07/25/16	\$41.97
Lincoln Equipment, Inc.	SI297434	Community Center-Pool Chemicals	07/29/16	\$30.52
Lucia Peters	6	Community Center-Program Fees	07/22/16	\$540.00
Max Martial Arts, LLC	1077	Community Center-Program Fees	08/03/16	\$210.00
National Aquatic Services, Inc.	2014-1909	Community Center-Pool Maintenance	07/21/16	\$110.00
National Aquatic Services, Inc.	2014-1910	Community Center-Pool Maintenance	07/21/16	\$110.00
National Aquatic Services, Inc.	2014-1911	Community Center-Pool Maintenance	07/21/16	\$594.00
Town Of Discovery Bay CSD	477	Reimbursement Internet Service	8/1/2016	\$56.04
United States Postal Service	15/082016	Community Center-Activity Guide Postage	8/9/2016	\$989.00
			<b>Total</b>	<b>\$5,267.82</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 17, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33238	Internet For New Landscape Office	07/13/16	\$17.14
Cintas	185564069	Uniforms	07/20/16	\$60.98
Cintas	185564949	Uniforms	07/27/16	\$54.97
Cintas	185565830	Uniforms	08/03/16	\$54.17
Denalect Alarm Company	S101466	Building Maintenance	07/22/16	\$19.71
Discovery Bay Disposal	17-0001966/072916	Com 2 YD Bin	07/29/16	\$150.26
Discovery Locks & More, Inc.	14091	Building Maintenance	07/21/16	\$55.17
Town Of Discovery Bay CSD	475	Reimbursement Trailer DMV License Plate	07/29/16	\$20.00
Town Of Discovery Bay CSD	478	Reimbursement Internet Service	8/1/2016	\$56.01
			<b>Total</b>	<b>\$488.41</b>



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

August 17, 2016

**Prepared By:** Virgil Koehne, Water & Wastewater Manager

**Submitted By:** Catherine Kutsuris, Interim General Manager

*Catherine*

**Agenda Title**

Approve Notice of Completion for Plant No. 2 - Equipment Cover

**Recommended Action**

Consider approval of the Notice of Completion and authorize the General Manager to release all retention for this project to McFadden Construction.

**Executive Summary**

The new all metal Equipment Cover is now completed (see attached pictures) the only outstanding issue is obtaining a building permit from Contra Costa County. Staff thought we were exempt for this, but found out we were not in this case, so we applied for the permit when the building was completed.

Current project retention is \$11,378.87 Staff recommends releasing 100% of this retention.

Bid cost for this project was \$192,902.00,

Equipment Cover Current Payments to Date	Project 73
McFadden Construction , Inc. (last invoice received July 2016)	\$ 216,198.45
Herwit Engineering (last invoice received June 2016)	\$ 18,764.69
Kleinfelder, Inc. (last invoice received July 2016)	\$ 11,551.45
Contra Costa County (last invoice received June 2016)	\$ 1,000.00
Retention to be paid to McFadden Construction, Inc.	\$ 11,378.87
<b>Total Project Cost</b>	<b>\$ 258,893.46</b>
2015/2016 Total Budget	\$ 200,000.00
<b>Over Budget</b>	<b>\$ 58,893.46</b>

- Cost of Building Permits not included in this cost
- Change Order in the amount of \$34,675.32 was paid by PG&E funds

**Fiscal Impact:**

**Amount Requested none**  
**Sufficient Budgeted Funds Available?: N/a**  
**Prog/Fund # 21-1155-73 Category: CIP Wastewater**

**Previous Relevant Board Actions for This Item**

Approved the 2015/2016 CIP Approved Award of Construction.

**Attachments:**

Notice of Completion  
 Equipment Cover Pictures

**AGENDA ITEM: D-5**

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:  

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of  
the State of California.
3. The full address of the undersigned is:  

1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on 06/30/2016.
6. The name of the contractor for such work of improvement is:  
McFadden Construction, Inc., 7207 Murray Drive, Stockton, CA 95210
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:  

17501 Hwy 4, Discovery Bay, CA 94505
8. The work of improvement consists generally of:  

Constructing and building a 3-sided metal equipment cover at Wastewater Plant No. 2

CATHERINE KUTSURIS, INTERIM GENERAL MANAGER  
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES  
DISTRICT

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# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

August 17, 2016

**Prepared By:** Virgil Koehne, Water & Wastewater Manager

**Submitted By:** Catherine Kutsuris, Interim General Manager *Catherine*

### Agenda Title

Approve Notice of Completion for Secondary Improvement Project – Plant No. 2 – Anderson Pacific Construction

### Recommended Action

Consider approval of the report and authorize the General Manager to sign the Notice of Completion for Secondary Improvement Project – Plant No. 2 and release the remaining retention

### Executive Summary

Construction of the Secondary Project was previously awarded to Anderson Pacific Contractors Inc. by the Town Board in April, 2014

The Contractor has recently made the final asphalt repairs associated with this project and the District would like to file and record the Notice of Completion for this project and release all remaining retention of about \$29,606.15 to Anderson Pacific Construction. The table below shows total dollars spent by the District for this project over the past few years.

Anderson Pacific	\$ 5,697,402.85
Herwit Engineering	\$ 799,617.22
Veolia Water North America	\$ 256,143.14
Kleinfelder	\$ 107,067.47
Pumpworks	\$ 45,400.00
Rough Brothers, Inc.	\$ 21,416.00
Conco West, Inc.	\$ 14,188.25
GSE Construction	\$ 9,433.52
American Retrofit Systems	\$ 2,900.00
J.W. Backhoe & Construction, Inc.	\$ 1,662.40
Miscelaious Maintenance Expense	\$ 687.04
Water Savers Irrigation	\$ 35.71
<i>Remaining retention to be paid to Anderson Pacific</i>	<i>\$ 29,606.15</i>
<b>TOTAL</b>	<b>\$ 6,985,559.75</b>

### Fiscal Impact:

**Amount Requested** none

**Sufficient Budgeted Funds Available?:** N/a

**Prog/Fund #** 21-1170. **Category:** CIP Wastewater

### Previous Relevant Board Actions for This Item

March 5, 2014, April 16, 2014, September 17, 2014, December 12, 2014, June 15, 2016

### Attachments:

Notice of Completion

AGENDA ITEM: D-6

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of  
the State of California.
3. The full address of the undersigned is:

1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on  
January 15, 2016
6. The name of the contractor for such work of improvement is Anderson Pacific Construction.
7. The property on which said work of improvement was completed is in the unincorporated  
portion of the County of Contra Costa, State of California, and is described as follows:

17501 Highway 4, Discovery Bay, CA, 94505
8. The work of improvement consists generally of:
  - A. Secondary Project, consist of constructing an "Ox-Ditch", Clarifier, and related  
structures at the above location.

CATHERINE KUTSURI, INTERIM GENERAL MANAGER  
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES  
DISTRICT

---



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 17, 2016

**Prepared By:** Catherine Kutsuris, Interim General Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

**Agenda Title:** Adoption of Revised Salary Schedule effective July 1, 2016

**Recommended Action:**

Approve the revised Salary Schedule which is effective July 1, 2016 and which updates the salary schedule adopted effective July 1, 2011

**Executive Summary:**

The Town commenced a salary review study in the Fall of 2015 which evaluated the salary table which has been unchanged since 2011. The revised salary table reduces the salary categories from 91 down to 21 reflecting the existing classifications of Town employees, and eliminates ranges both below the minimum wage standard as well as ranges beyond the salaries of existing employees. The revised salary table provides for increases ranging from 0 to 5%. Further, the salary table defines merit increases at 2.5% steps, providing a defined process for adjusting employee salaries within the prescribed range. At a result of this salary schedule revision, staff salaries will be increased by approximately 1.6% in the 2016/17 fiscal year.

**Fiscal Impact:**

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#

**Previous Relevant Board Actions for This Item**

**Attachments**

## MONTHLY OPERATIONS REPORT

July 2016

Town of Discovery Bay, CA

**2528** Days of Safe Operations

**115,795** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

<b>Safety</b>	<b>Hours</b>
West Monthly Regional Safety Webinar	
Weekly Safety Topics	3.0
Heat Stress	
<b>Operations</b>	
PCMP	0.5

### REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)
Quarterly Discharge Monitoring Report
Quarterly Water Quality Report

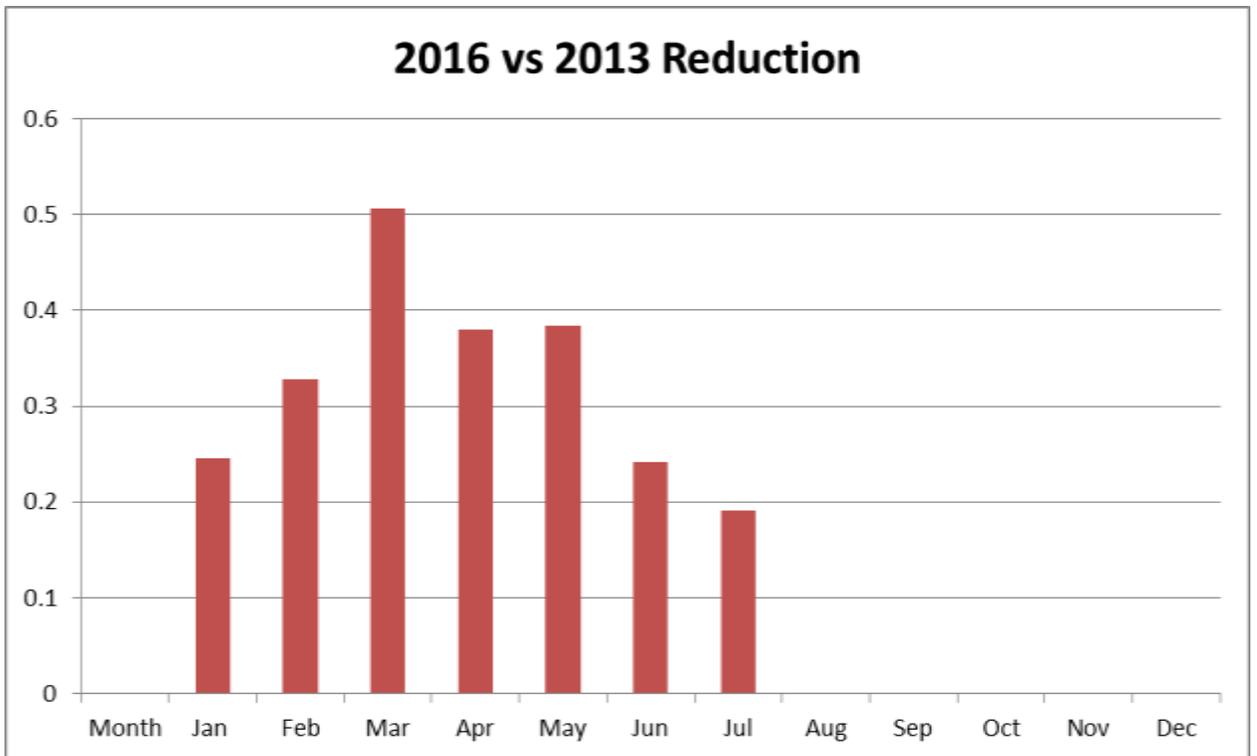
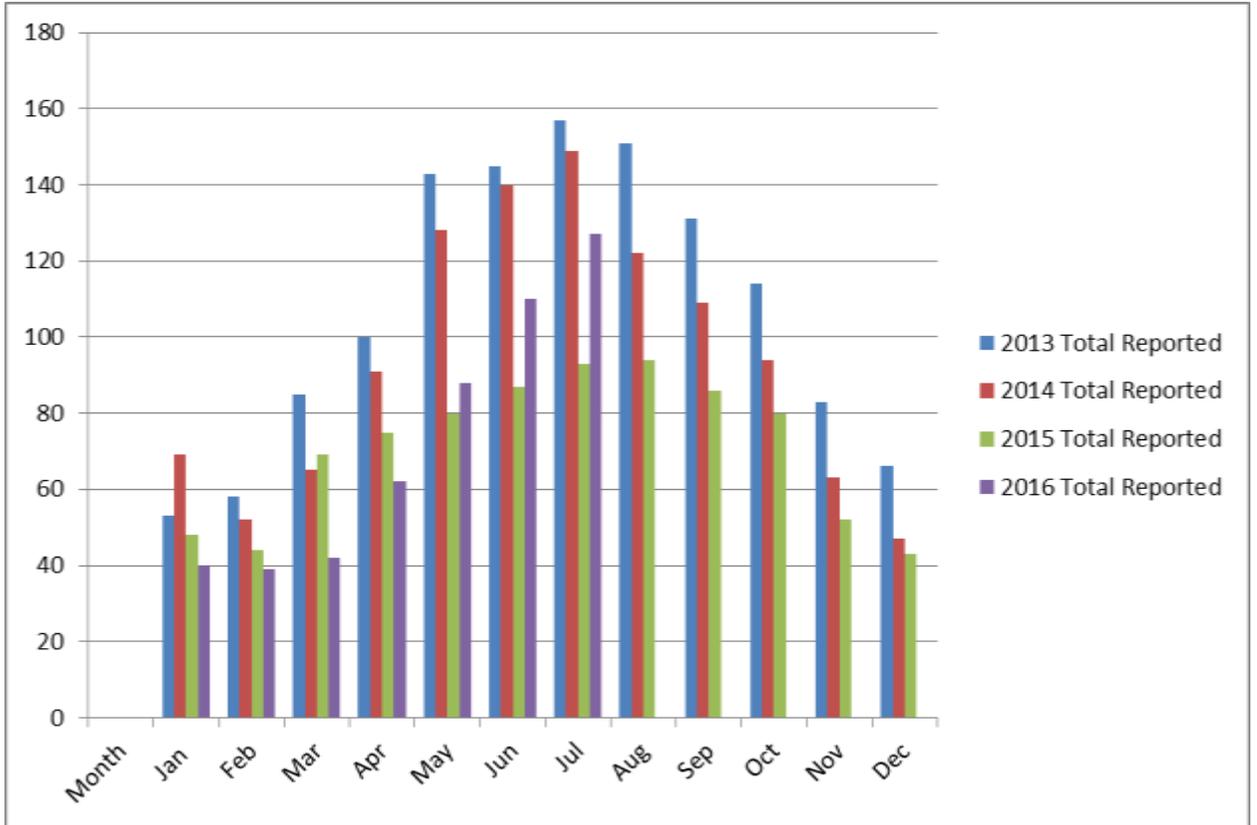
### WATER SERVICES

<b># of Active Wells</b>	<b>Water Produced (MG)</b>	<b>Chemical (Hypo) Delivered</b>	<b>Fire Hydrant Flushing</b>
6	<b>127</b>	<b>3830</b>	<b>0</b>

*Note: Well 5 is active, stand by only.*

### 2016 Water Production Table (MG) by Month

January	February	March	April	May	June
<b>40</b>	<b>39</b>	<b>42</b>	<b>62</b>	<b>88</b>	<b>110</b>
July	August	September	October	November	December
<b>127</b>					



**Reused Water at Wastewater Plant :**

**2016- 12.0 MGD**

**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>June Lab Data</i>	<i>July Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		31	<b>34</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.0	<b>1.2</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.35</b>	1.1	<b>1.1</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	37	<b>22</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	50	<b>18</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	4	<b>3</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	6	<b>2</b>
Total Coli form 7 day Median Max	<b>23</b>	3.8	<b>2.7</b>
Total Coli form Daily Maximum	<b>240</b>	5.1	<b>3.6</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	98	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	97	<b>98</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2154	<b>2116</b>

Blue – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

<b>NPDES Related Excursions</b>	<b>Permit Parameter</b>	<b>NPDES Parameter Limit</b>	<b>Actual Parameter Result</b>
<b>0</b>	<b>N/A</b>	<b>None</b>	<b>N/A</b>

**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>0</b>	<b>36</b>

**COLLECTION:**

- Flushing resume in the fall 0 ft.
- Inspected manhole & covers.
- Performed weekly lift station inspections.

**MAINTENANCE:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>223</b>	<b>144</b>

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>17</b>	<b>0</b>

**Call & Emergency Responses**

Call Outs	Emergencies
<b>6</b>	<b>0</b>

**Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1803</b>	<b>46</b>

## TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

August 17, 2016

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Agency Comment Request – Administrative Review Application DP16-3032 – Discovery Bay Country Club Existing Guard Shack Relocation.

### Recommended Action

Authorize the Interim General Manager to send a letter on behalf of the Town of Discovery Bay recommending approval of the proposed administrative review application for the Discovery Bay Country Club existing Guard Shack relocation.

### Executive Summary

The Contra Costa County Department of Conservation and Development has requested input on the proposed application of the Discovery Bay Home Owners Project to relocate the guard gate entrance located at Discovery Bay Boulevard and Country Club Drive.

The purpose of the project is to relocate the Guard Station approximately 170 feet to the east as well as to add a vehicle turnaround both of which will improve traffic flow.

The Sanitary Sewer Utility Easement from the Discovery Bay Country Club Home Owners Association to the Town of Discovery Bay was presented at the September 16, 2015 board meeting and at that time the Sanitary Sewer Utility Easement was approved and is attached along with the letter from the Discovery Bay Country Club.

### Fiscal Impact:

**Amount Requested** \$ N/A

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

September 16, 2015 - Sanitary Sewer Utility Easement approval

### Attachments

Agency Comment Request – DP16-3032

AGENDA ITEM: F-1





COCS8

CONTRA COSTA COUNTY Department of Conservation and Development Community Development Division

ADMINISTRATIVE REVIEW APPLICATION TO BE COMPLETED BY OWNER OR APPLICANT

<b>PROPERTY OWNER(S)</b>		<b>APPLICANT</b>	
Name <i>Discovery Bay Country Club Residents</i>		Name <i>ATE Engineer</i>	
Address <i>40 FIRST SERVICE ROAD</i>		Address <i>2860 BLACK HAWK DR</i>	
City, State/Zip <i>2000 Crown Canyon Lane #2005</i>		City, State/Zip <i>Danville, CA 94506</i>	
Phone <i>(415) 701-5328</i> email		Phone <i>(925) 884-3800</i> email	
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.		By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.	
Owner(s) Signature(s) <i>[Signature]</i>		Applicant's Signature	
<b>CONTACT PERSON (optional)</b>		<b>APPLICATION TYPE</b>	
Name		<input type="checkbox"/> Lot Line Adjustment	
Address		<input type="checkbox"/> Certificate of Compliance	
City, State/Zip		<input type="checkbox"/> Other:	
Phone email		Instructions on reverse side of this form	

Project description (attach supplemental statement if necessary):

↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓

Project description: *Applicant requests to relocate existing guard shack to new location within right of way and convert small portion of golf course into traffic turn around.*

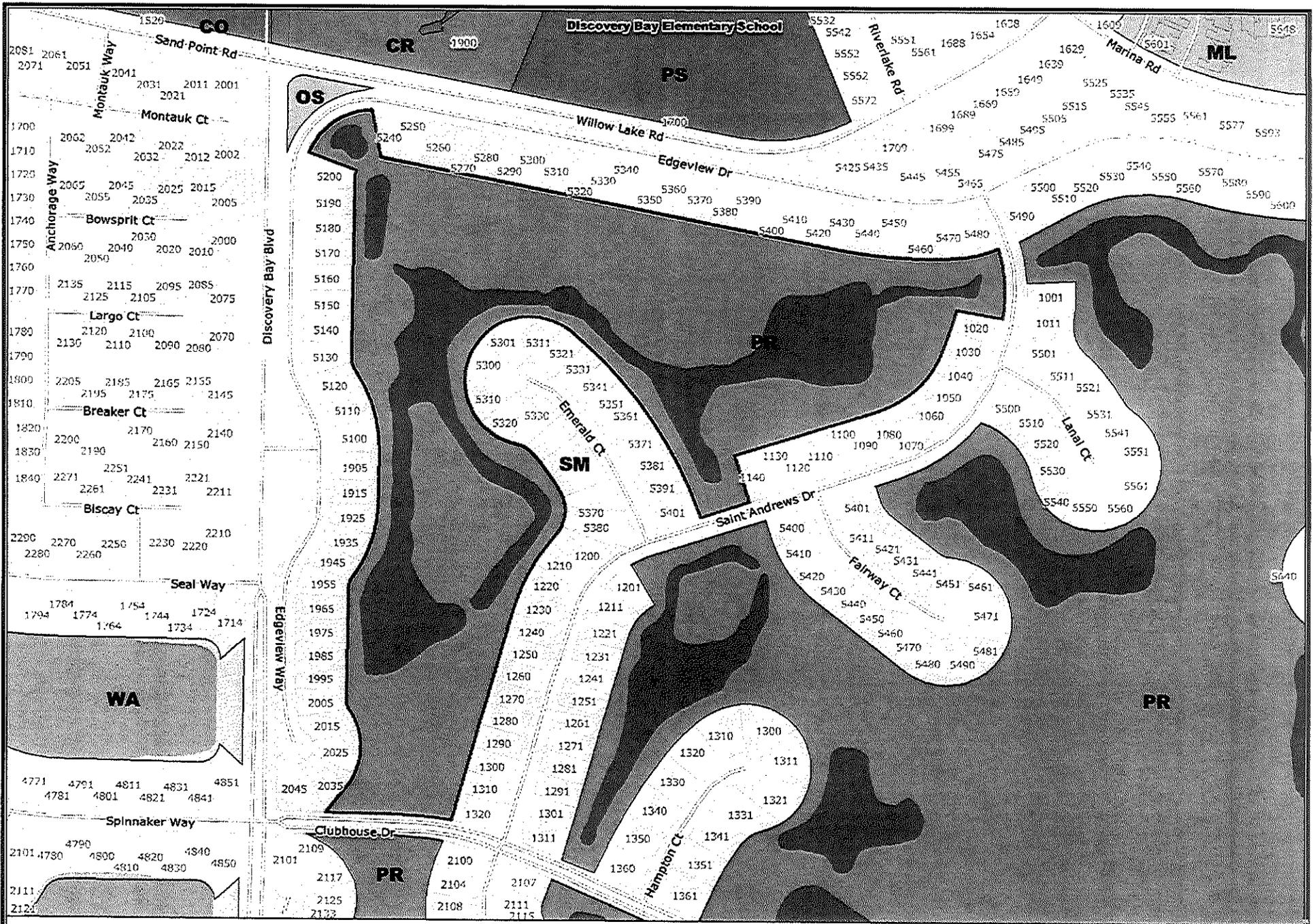
Property description: *LOT "A" TRACT 6698*

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #: 008-330-022
Area: <i>DISCOVERY BAY</i>	Base Fee/Deposit Lot Line Adjustment	\$500.00	S-032	Site Address: <i>0 COUNTRY CLUB DR.</i>
Fire District: <i>EAST CO CO FIRE</i>	*Base Fee/Deposit Certificate of Compliance	<u>\$1,000.00</u>		Zoning District: <i>P-1/SM/PR</i>
Sphere of Influence: <i>NA</i>	*Base Fee/Deposit Other:	\$	S-	Census Tract: <i>3040</i>
Flood Zone: <i>B</i>	Notification Fee	<u>15.00 / 30.00</u>	S-052	Atlas Page: <i>NA</i>
x-ref Files:	<i>ENV. HEALTH</i>	<i>57.00</i>		Supervisory District: <i>3</i>
Concurrent Files:		<i>\$1087 00</i>		Received by: <i>KEITH DENISON</i>
	<b>TOTAL</b>	<b>\$ 1000.00</b>		Date Filed: <i>7-29-16</i>
	<b>Receipt #</b>			File # <i>DP16-03032</i>

\*Additional fees based on time and materials will be charged if staff costs exceed base fee.

INSTRUCTIONS ON REVERSE

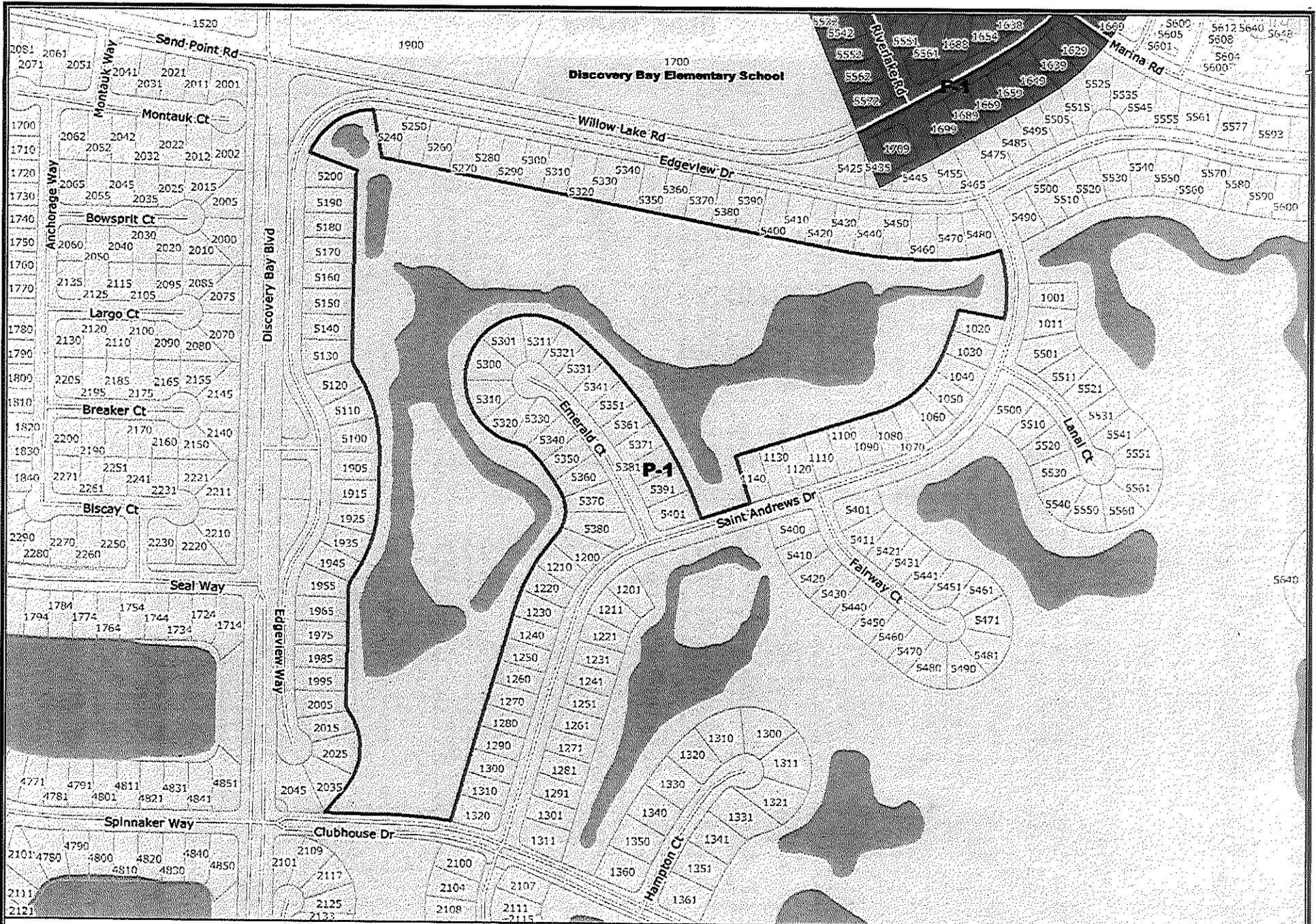




# General Plan: Single-Fam. Med./Parks Recreation

Scale 1:3,787  
 Contra Costa Internet GIS Map  
 Printed: Jul 29, 2016 10:42:37 AM





# Zoning: P-1

Scale 1:3,787  
 Contra Costa Internet GIS Map  
 Printed: Jul 29, 2016 10:43:32 AM





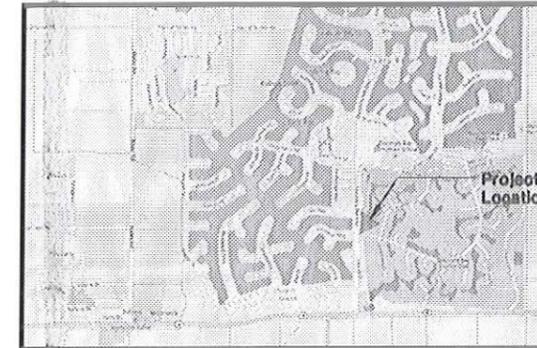
Aerial, 2010

Scale 1:3,787  
Contra Costa Internet GIS Map  
Printed: Jul 29, 2016 10:44:18 AM



# DISCOVERY BAY HOA

## GUARD STATION / MAIN VEHICLE ENTRY GATE / TURN-AROUND AND SITE IMPROVEMENTS



### SITE MAP

Clubhouse Drive  
Discovery Bay, CA 94505



NOT TO SCALE

DP16-3032  
RECEIVED  
CONTRA COSTA COUNTY  
JUL 29 2016  
Dept of Conservation & Development

### AGENCIES AND UTILITIES

**BUILDING DIVISION**  
CONTRA COSTA COUNTY  
30 MUIR ROAD  
MARTINEZ, CA 94553  
P: 925.646.4108

**FIRE MARSHAL**  
CONTRA COSTA COUNTY  
FIRE PROTECTION DISTRICT  
2010 GEARY ROAD  
PLEASANT HILL, CA 94523  
CONTACT: ROBERT MARSHAL  
P: 925.941.3523  
Email: rmarsh@cccfd.org

### GUARD STATION CODE ANALYSIS

- BUILDING OCCUPANCY: B
- TYPE OF CONSTRUCTION: V-B
- ALLOWABLE BUILDING HEIGHT = 50'-0" (TWO STORY)  
BUILDING HEIGHT AS PROVIDED = 10'-0" (ONE STORY)
- ALLOWABLE AREA @ FIRST FLOOR = 9000 SF.  
PROVIDED AREA @ FIRST FLOOR = 168 SF.

### PROJECT TEAM

#### OWNER

DISCOVERY BAY HOA

VERIT PROPERTY MANAGEMENT, INC.  
4637 CHABOT DRIVE, SUITE 202  
PLEASANTON, CA 94588

P: 925.701.3380

CONTACT: EVELIE POPE  
COMMUNITY MANAGER

#### ARCHITECT/ENGINEER

ATI ARCHITECTS & ENGINEERS

3660 BLACKHAWK ROAD  
DANVILLE, CA 94506

P: 925.648.8800  
F: 925.648.8811

PROJECT MANAGER: DAN SCHMEICKERT  
ARCHITECT: RUP CHAND

#### STRUCTURAL ENGINEER

POINT 2 STRUCTURAL ENGINEERS INC.

3701 Business Drive, Suite 100  
Sacramento, California 95820

P: 916.452.8200  
Q: 916.452.8212

STRUCTURAL ENGINEER: BRAD ROLLINS

#### CIVIL ENGINEER

RUGGERI-JENSEN-AZAR

2541 WARREN DRIVE, SUITE 100  
ROCKLIN, CA 95677

P: 916.630.8900  
Q: 916.630.8909

CIVIL ENGINEER: CHRISTOPHER P. RUGGERI, P.E.

### APPLICABLE CODES

LIST OF 2013 CALIFORNIA CODE OF REGULATIONS, TITLE 24:  
PART 1, CALIFORNIA ADMINISTRATIVE CODE  
PART 2, VOLUME 1, CALIFORNIA BUILDING CODE  
PART 2, VOLUME 2, CALIFORNIA BUILDING CODE  
PART 3, CALIFORNIA ELECTRICAL CODE  
PART 4, CALIFORNIA MECHANICAL CODE  
PART 5, CALIFORNIA PLUMBING CODE  
PART 6, CALIFORNIA ENERGY CODE  
PART 9, CALIFORNIA FIRE CODE  
PART 11, CALIFORNIA GREEN BUILDINGS STANDARDS CODE  
PART 12, CALIFORNIA REFERENCED STANDARD CODE  
TITLE 19, COR. PUBLIC SAFETY, STATE FIRE MARSHAL REGULATIONS  
APPLICABLE CONTRA COSTA COUNTY ORDINANCES  
APPLICABLE CITY OF CONCORD ORDINANCES

### GENERAL NOTES

- ALL MATERIAL AND WORKMANSHIP SHALL CONFORM TO THE CURRENT EDITION OF THE CALIFORNIA BUILDING CODE, CMC, CBC, CEC AND ALL APPLICABLE LOCAL CODES, ORDINANCES, AND STATE AMENDMENTS.
- THE CONTRACTOR SHALL CHECK ALL DRAWINGS IMMEDIATELY UPON THEIR RECEIPT AND SHALL VERIFY ALL DIMENSIONS AND SITE CONDITIONS BEFORE STARTING WORK. ATI ARCHITECTS AND ENGINEERS SHALL BE NOTIFIED OF ANY DISCREPANCIES.
- NO STRUCTURAL MEMBER SHALL BE CUT OR NOTCHED UNLESS SPECIFICALLY SHOWN, NOTED, OR APPROVED BY ATI. NOTCH DETAILS, IF PROVIDED ARE FOR GENERAL GUIDANCE ONLY. ATI SHALL BE CONTACTED TO APPROVE LOCATIONS OF PROPOSED NOTCHES.
- CONNECTIONS AND IMPLIED CONSTRUCTION ASSEMBLIES THAT ARE NOT SPECIFICALLY DESCRIBED OR DETAILED SHALL BE CONSTRUCTED USING STANDARD CONSTRUCTION PRACTICES IN COMPLIANCE WITH THE GOVERNING CODES AND ORDINANCES.
- WHEN DETAILS LABELED "TYPICAL" OR "SIMILAR" ARE GIVEN ON DRAWINGS, THE CONTRACTOR SHALL APPLY THE INTENT OF THE DETAIL TO THAT SPECIFIC CONDITION.
- WRITTEN INFORMATION AND DIMENSIONS SHALL TAKE PRECEDENCE OVER GRAPHIC INFORMATION. DO NOT SCALE DRAWINGS.
- CONTRACTOR AND SUBCONTRACTORS ARE RESPONSIBLE FOR THE ORDER AND MEANS OF CONSTRUCTION AND ALL TEMPORARY BRACING AND ERECTION DURING CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR JOB SITE SAFETY.
- ALL WORK SHALL CONFORM TO THE CITY OF CONCORD STANDARDS.

### SCOPE

- DEMOLITION OF (E) GUARD STATION, CONCRETE CURBS, SIDEWALK & LANDSCAPING
- INSTALLATION OF NEW GUARD STATION, TURN-AROUND AREA AND OTHER SITE IMPROVEMENTS.

### DEFERRED SUBMITTALS

NONE

### SHEET INDEX

ARCHITECTURAL	
A0.0	COVER SHEET
A1.0	OVERALL SITE PLAN
A1.0-D	SITE DEMOLITION PLAN
A1.1	SITE PLAN
A1.2	SITE DETAILS
A1.3	SITE DETAILS
A1.4	TEMPORARY GUARDHOUSE
A2.1	FLOOR, ROOF, AND REFLECTED CEILING PLANS
A3.1	EXTERIOR ELEVATIONS
A3.2	WALL SECTIONS
A5.1	INTERIOR ELEVATIONS
A5.2	BUILDING SIGNAGE DETAILS
A8.1	EXTERIOR DETAILS
A9.1	WINDOW & DOOR DETAILS
A9.2	CABINET COUNTER DETAILS

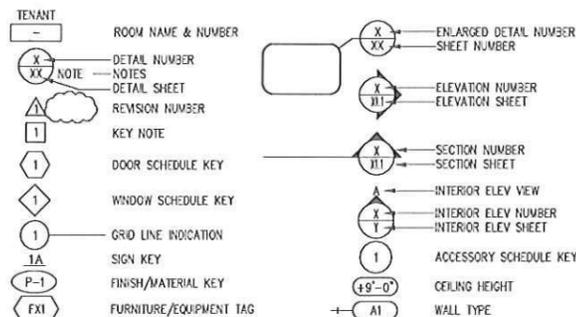
CIVIL	
C1	NOTES
C2	GRADING PLAN

STRUCTURAL	
S1.0	PLANS & NOTES
S1.1	SECTIONS & DETAILS
S1.2	FRAMING DETAILS

ELECTRICAL	
E0.1	ELECTRICAL GENERAL NOTES, LEGEND AND ABBREVIATIONS
E1.1	ELECTRICAL SITE PLAN
E2.1	ELECTRICAL LIGHTING & POWER PLANS
EN-1	TITLE 24 COMPLIANCE
EN-2	TITLE 24 COMPLIANCE
EN-3	TITLE 24 COMPLIANCE

MECHANICAL	
MP2.1	MECHANICAL AND PLUMBING PLANS

### SYMBOLS



### ABBREVIATIONS

AT	ANCHOR BOLT	DBL	DOUBLE	H.B.	HOSE BIBB	PLYWD.	PLYWOOD	T.H./THLD	THRESHOLD
ADD'L	ADDITIONAL	DBL PL.	DOUBLE PLATE	HD	HOLLOW	FR.	PAIR	T.O.C.	TOP OF CURB
ADJ. HT.	ADJUSTED HEIGHT	DET.	DETAIL	H.H.	HEAD HEIGHT	PSI	POUNDS PER SQUARE INCH	T.O.G.B.	TOP OF GRADE BEAM
AGG.	AGGREGATE	DEG.	DEGREE	H.M.	HOLLOW METAL	P.T.	PRESSURE TREATED	T.O.S.	TOP OF SLAB
ALT.	ALTERNATE	D.F.	DOUGLAS FIR	HORIZ.	HORIZONTAL	R.	RISER	T.O.W.	TOP OF WALL
ALUM.	ALUMINUM	DIA.	DIAMETER	HR.	HOUR	R/RECOM.	RECOMMENDATIONS	T/P /T. of PL.	TOP OF PLATE
AMP.	AMPERAGE	DIAFH.	DIAPHRAGM	INFO.	INFORMATION	REINF.	REINFORCING	T&G	TONGUE & GROOVE
APA	AMERICAN PLYWOOD ASSOCIATION	DN.	DOWN	INSUL.	INSULATION or INSULATED	R/RT.	RAFTER	TYP.	TYPICAL
APPROX.	APPROXIMATE	D.S.	DOWNSPOUT	(E)	EXISTING	R.W./RW	REDWOOD	U.B.C.	UNIFORM BUILDING CODE
ASTM	AMERICAN SOCIETY OF TESTING MATERIALS	EA.	EACH	EXT.	EXTERIOR	RWL	RAIN WATER LEADER	U.M.C.	UNIFORM MECHANICAL CODE
BLK'G/BLKNG	BLOCKING	ELECT.	ELECTRICAL	EXT.	EXTERIOR	S.A.D.	SEE ARCHITECTURAL DRAWINGS	U.N.O.	UNLESS NOTED OTHERWISE UTILITY
BM.	BENCH MARK	ELEV.	ELEVATION	EXT.	EXTERIOR	S.C.	SOLID CORE	UTL./UTL	UTILITY
BTM./BOT.	BOTTOM	E.J.	EXPANSION JOINT	EXT.	EXTERIOR	S.C.D.	SEE CIVIL DRAWINGS	V	VOLTAGE
BTWN	BETWEEN	EMBED.	EMBEDMENT	EXT.	EXTERIOR	S.E.D.	SEE ELECTRICAL DRAWINGS	VERT.	VERTICAL
CALCS.	CALCULATIONS	EXT.	EXTERIOR	EXT.	EXTERIOR	S.F./SQ.FT.	SQUARE FOOT	V.I.F.	VERIFY IN FIELD
CEM. PLAST.	CEMENT PLASTER	FDN./FOUND.	FOUNDATION	EXT.	EXTERIOR	SHR.	SHEAR	W.	WOOD
CL.	CAST IRON	F.F.C.	FIRE EXTINGUISHER CABINET	EXT.	EXTERIOR	S.M.	SIMILAR	W.I.	WROUGHT IRON
CJ	CONTROL JOINT	F.G.	FUEL-GAS	EXT.	EXTERIOR	S.S.D.	SEE STRUCTURAL DRAWINGS	WL.	WALL
CLG.	CEILING	FLASH'G	FLASHING	EXT.	EXTERIOR	SQ. IN.	SQUARE INCH	W.P.	WEATHER PROOF
C.M.U.	CONCRETE MASONRY UNITS	FLUOR.	FLUORESCENT	EXT.	EXTERIOR	ST	STRAP	W.P. SCRD.	WEEP SCREED
COL.	COLUMN	FTG.	FOOTING	EXT.	EXTERIOR	STOR.	STORAGE	W.W.F.	WELDED WIRE FABRIC
CONC.	CONCRETE	G.A.	GALVEANIZED	EXT.	EXTERIOR	STR	STRUCTURAL 1	W.W.M.	WELDED WIRE MESH
CONT.	CONTINUOUS	GALV.	GALVANIZED	EXT.	EXTERIOR	S.W.	SHEAR WALL	W.	WOOD
CONTR.	CONTRACTOR	G.F.C.I.	GROUND FAULT CIRCUIT INTERRUPTER	EXT.	EXTERIOR	SYS/S4S	SMOOTH 3 or 4 SIDES		
C.P.	CONTROL POINT	GR.	GRADER	EXT.	EXTERIOR				
		G.S.V.	GALVANIZED SHEET METAL	EXT.	EXTERIOR				
		GYP. BD.	GYPSUM BOARD	EXT.	EXTERIOR				

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REVISIONS/ISSUES:

NO.	DESCRIPTION
1	PLANNING DE

KEY PLAN:

PROFESSIONAL STAMP:

REGISTERED ARCHITECT  
RUP CHAND  
C 24218  
EXPIRES 1-31-2017  
STATE OF CALIFORNIA

APPROVALS:

PROJECT TITLE:  
**ENTRY MODIFICATION DISCOVERY BAY HOA CLUBHOUSE DISCOVERY BAY HOA**

SHEET TITLE:  
**COVER SHEET**

DATE:  
07/28/16

DRAWN/DESIGNED BY:  
JVM/MSB

JOB NO:  
D7001

CAD FILE:  
+A00.dwg

SHEET NO.:

ITEM	REVISIONS/ISSUES
1	PLANNING DE

KEY PLAN:



APPROVALS:

PROJECT TITLE:  
**ENTR  
MODIFIC  
DISCOVER  
H  
CLUBHO  
DISCOVER**

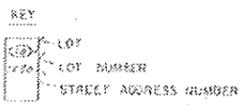
SHEET TITLE:  
**OVER  
SI  
PL**

DATE: 07/28/16  
DRAWN/DESIGNED BY: MCA/RC  
JOB NO: D7001  
CAD FILE: +A10\_SITE.dwg  
SHEET NO:

- LEGEND**
- LE LANDSCAPE EASEMENT
  - PSE PRIVATE SIDEYARD EASEMENT
  - PUE PUBLIC UTILITIES EASEMENT
  - SDE STORM DRAIN EASEMENT
  - SSE SANITARY SEWER EASEMENT
  - WLE WATER LINE EASEMENT
  - ~ ~ ~ CONCRETE DRAINAGE SWALE
  - R. L. R. R. R.

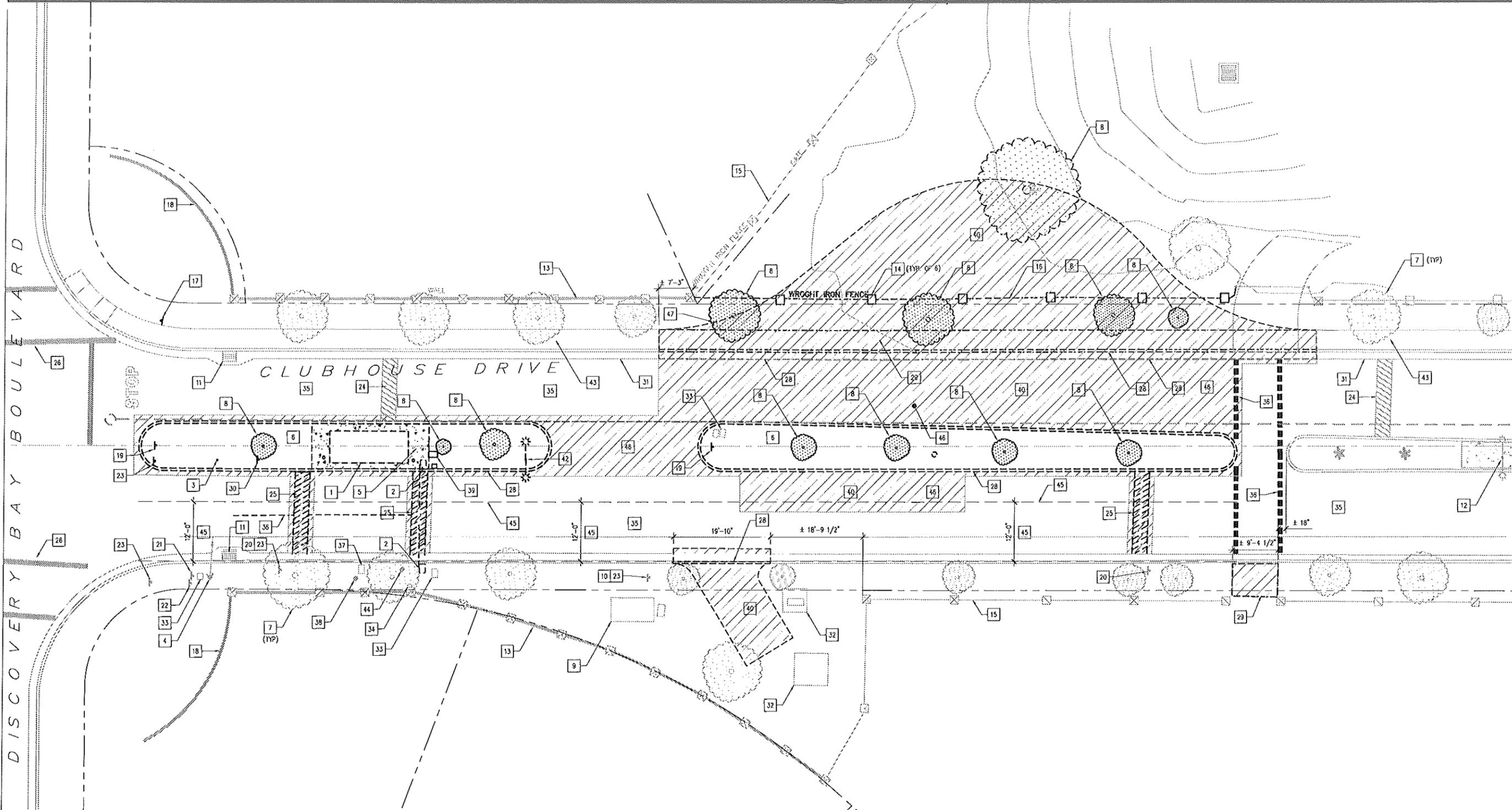
**AREA TWO**  
SHEET 4

**AREA ONE**  
SHEET 3



MATCH LINE SEE SHEET 5  
AREA 3

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**1 ENTRANCE DEMOLITION PLAN**

SCALE: 1" = 10'-0"



**LEGEND:**

- (E) TREE TO REMAIN
- (E) SHRUB TO REMAIN
- DEMOLITION TREE
- DEMOLITION WORK
- PROPERTY LINE
- SEE KEYNOTE #11

**SHEET KEYNOTES:**

- |  |  |  |   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>1 REMOVE (E) GUARD STATION IN ITS ENTIRETY</li> <li>2 RELOCATE (E) VEHICLE GATE &amp; CONTROLLER. SEE A1.1 AND ELECTRICAL DRAWINGS.</li> <li>3 REMOVE &amp; RELOCATE (E) POST MOUNT LICENSE PLATE CAMERA. SEE A1.1 &amp; ELECTRICAL DRAWINGS.</li> <li>4 (E) FIRE HYDRANT</li> <li>5 REMOVE (E) CONCRETE SUBGRADE. PREPARE FOR NEW ASPHALT PAVING AS PER SPECIFICATION</li> <li>6 REMOVE (E) ISLAND IN ITS ENTIRETY. SEE A1.1 FOR NEW WORK</li> <li>7 (E) TREE TO REMAIN</li> <li>8 REMOVE (E) TREE</li> <li>9 (E) PG&amp;E VAULT</li> <li>10 (E) GOLF CART CROSS SIGNAGE TO REMAIN</li> <li>11 (E) STORM DRAIN INLET</li> <li>12 (E) LIGHT STANDARD</li> <li>13 (E) MASONRY &amp; ORNAMENTAL PICKET FENCE WALL</li> <li>14 REMOVE (E) MASONRY FENCE PER</li> </ul> | <ul style="list-style-type: none"> <li>15 (E) ORNAMENTAL PICKET FENCE</li> <li>16 SALVAGE FOR REUSE (E) ORNAMENTAL PICKET STEEL FENCE</li> <li>17 (E) STOP SIGNAGE TO REMAIN</li> <li>18 (E) D.B.C.C. MONUMENT SIGN</li> <li>19 RELOCATE (E) KEEP RIGHT SIGNAGE. SEE A1.1</li> <li>20 (E) SPEED LIMIT SIGNAGE TO REMAIN</li> <li>21 (E) "ENTER SLOWLY" SIGNAGE</li> <li>22 (E) "PRIVATE ROAD" SIGNAGE</li> <li>23 RELOCATE (E) SPEED BUMP SIGNAGE FROM POST. REMOVE AND REINSTALL. SEE A1.1</li> <li>24 (E) SPEED BUMP W/ STRIPING TO REMAIN</li> <li>25 REMOVE (E) SPEED BUMP W/ STRIPING</li> <li>26 (E) CROSS WALK</li> <li>27 (E) CURB</li> <li>28 REMOVE (E) CURB &amp; GUTTER</li> <li>29 REMOVE (E) SIDEWALK</li> </ul> | <ul style="list-style-type: none"> <li>30 RELOCATE (E) NO PUBLIC ACCESS SIGN</li> <li>31 (E) CONCRETE CURB &amp; GUTTER TO REMAIN</li> <li>32 (E) ABOVE GRADE ELECTRICAL BOX</li> <li>33 (E) INGRADE UTILITY BOX(ES) TO REMAIN</li> <li>34 RELOCATE (E) WALL-MOUNT GATE CONTROL, S.E.D.</li> <li>35 (E) AC PAVING</li> <li>36 REMOVE (E) ROAD STRIPING</li> <li>37 REMOVE (E) MAILBOX</li> <li>38 REMOVE (E) FLOODLIGHT MOUNTED TO 4x4 POST, PLUG CONDUITS.</li> <li>39 RELOCATE (E) ABOVE GRADE ELECTRICAL BOX</li> <li>40 PREP AREA FOR NEW PAVING, SEE A1.1</li> <li>41 EXCAVATE FOR (H) PAVING, SIDEWALK, AND FENCE AS PER SHEET A1.1</li> <li>42 RELOCATE (E) LIGHT STANDARD, SEE E1.1 FOR NEW LOCATION</li> <li>43 (E) SIDEWALK TO REMAIN</li> <li>44 REMOVE AND RELOCATE (E) GATE SENSOR</li> </ul> | <ul style="list-style-type: none"> <li>45 FIRE LANE DURING CONSTRUCTION</li> <li>46 SAWCUT &amp; REMOVE (E) A/C PAVING AND SUBGRADE. COORDINATE W/ (H) DESIGN PER SHEET A1.1</li> <li>47 RELOCATE (E) IRRIGATION BOX</li> </ul> |
|--|--|--|---|

**SHEET NOTES:**

1. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS BEFORE START OF WORK AND NOTIFY ARCHITECT FOR ANY DEVIATION.
2. CONTRACTOR SHALL PROVIDE ORANGE COLOR CONES OR CONSTRUCTION FENCE AT "FIRE LANE DURING CONSTRUCTION". CONTRACTOR TO CONFIRM WITH LOCAL FIRE MARSHALL.



WWW.ARC-ENG.COM  
3550 BROADWAY  
DUBLIN, CA 94568  
T 925 643 8200

FILE: REVISIONS/ISSUES

NO.	DATE	DESCRIPTION
1		PLANNING DE

KEY PLAN:



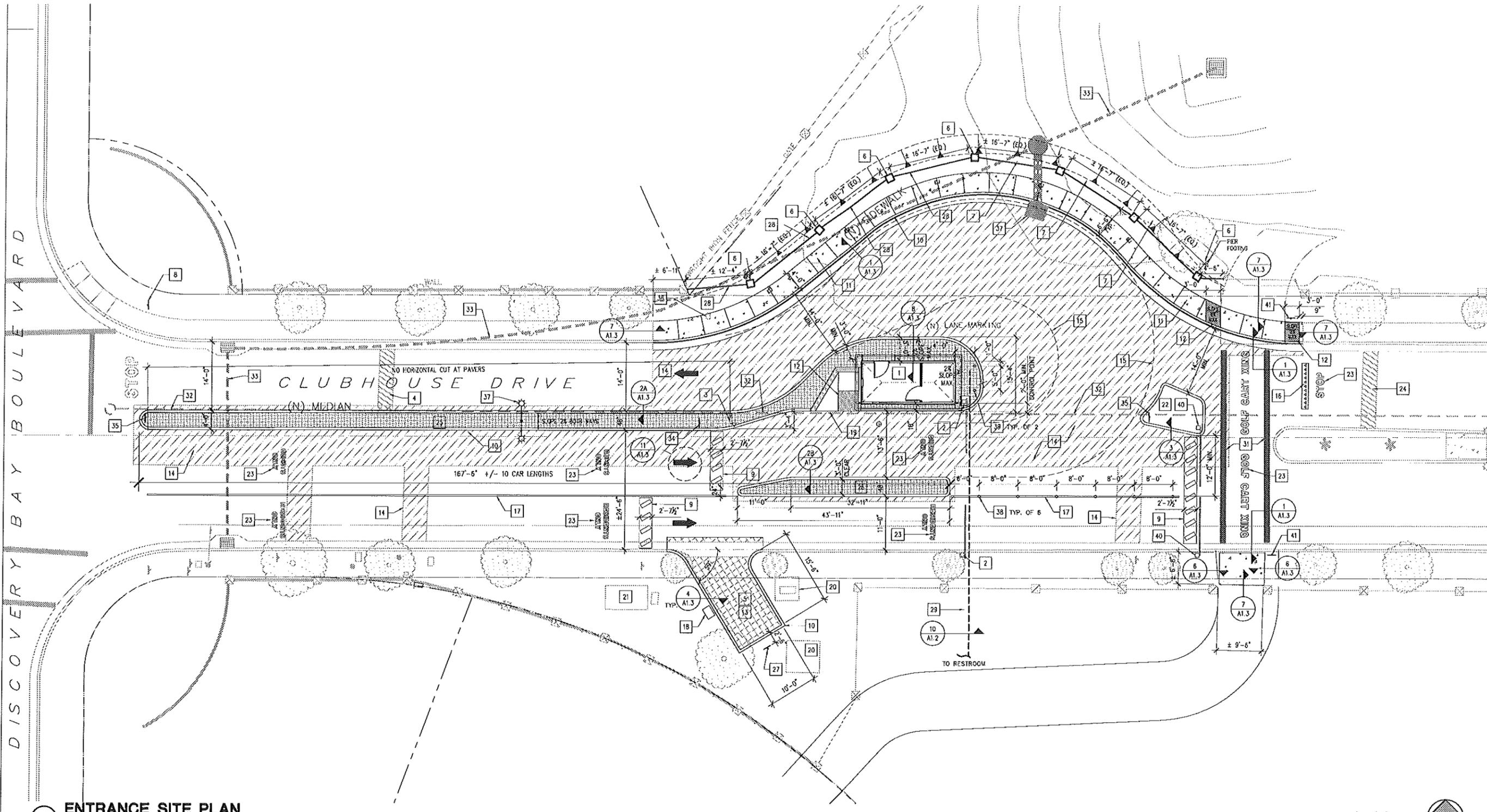
APPROVALS:

PROJECT TITLE:  
**ENTRANCE DEMOLITION PLAN**

CLUBHOUSE DISCOVERY BAY

SHEET TITLE:  
**S DEMOLITION PLAN**

DATE: 07/28/16  
DRAWN/DESIGNED BY: MCA/RC  
JOB NO: D7001  
CAD FILE: +A10\_DEMO.dwg  
SHEET NO:

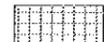


1 ENTRANCE SITE PLAN

SCALE: 1" = 10'-0"



**LEGEND:**

-  (N) CONCRETE WALK
-  (N) AC PAVING, SHEET KEYNOTE #14
-  (E) TREE
-  (N) PAVERS

**SHEET KEYNOTES:**

- 1 (N) GUARD STATION
- 2 RELOCATED VEHICLE GATE & CONTROLLER, S.E.D.
- 3 RELOCATED POST MOUNT LICENSE PLATE CAMERA, S.E.D.
- 4 (E) SPEED BUMP
- 5 (N) CONCRETE PAVERS
- 6 (N) BRICK PIER TO MATCH EXISTING CONDITION. SEE DETAIL 4/A1.2
- 7 (N) ORNAMENTAL STEEL FENCE. SEE DETAIL 11/A1.2
- 8 (E) STOP SIGNAGE
- 9 (N) SPEED BUMP W/ STRIPING TO MATCH (E)
- 10 (N) CONCRETE CURB
- 11 (N) CONCRETE SIDEWALK
- 12 (N) TRUNCATED DOME WARNING TILE. SEE DETAIL 9/A1.2
- 13 (N) PARKING STALL FOR GUARD
- 14 (N) AC PAVING
- 15 TURN RADIUS FOR CARS
- 16 (N) TRAFFIC SPIKE STRIP
- 17 (N) 4" WIDE ROAD STRIPING
- 18 CONDUIT FOR FUTURE EV CHARGING STATION
- 19 (N) CURB CUT W/ TRUNCATED DOMES. SEE DETAIL 3/A1.2
- 20 (E) ABOVE GRADE ELECTRICAL BOX
- 21 (E) PG&E VAULT
- 22 (N) CONCRETE ISLAND W/ CONCRETE CURB. SEE DETAIL 3/A1.3
- 23 (N) 12" MIN. HIGH WHITE PAINTED LETTERING
- 24 (E) SPEED BUMP W/ STRIPING
- 25 (N) PAVERS THROUGHOUT CENTER ISLAND. SEE DETAIL 2A/A1.3
- 26 (N) PAVERS THROUGHOUT ISLAND AT IN-LANE. SEE DETAIL 2B/A1.3
- 27 (N) PARKING SIGN. SEE DETAIL 2/A1.2
- 28 (N) BRICK PANEL, 6"-0" HIGH TO MATCH EXISTING. SEE 14/A1.3
- 29 (N) UTILITY TRENCH. SEE DETAIL 10/A1.2 AND MP2.1 FOR EXACT LOCATION
- 30 (N) AC PAVING, PATCH AT REMOVED SPEED BUMP

**SHEET NOTES:**

- 1. JOINTS AT NEW SIDE WALKS ARE CONTROL JOINTS AS PER DETAIL 9/A1.3 UNLESS NOTED AS E.J. (EXPANSION JOINT). FOR EXPANSION JOINT DETAIL, SEE 13/A1.3.



ARC  
ENG  
3360 Elad Park Rd  
Danville, CA 94526  
T 925 643 6800

ITEM: REVISIONS/ISSUES  
1 PLANNING DE

KEY PLAN:

PROFESSIONAL STAMP:  
LICENSED ARCHITECT  
C 24218  
Expires: 1-31-2017  
STATE OF CALIFORNIA

APPROVALS:

PROJECT TITLE:  
**ENTRANCE MODIFICATION  
DISCOVERY BAY  
CLUBHOUSE  
DISCOVERY BAY**

SHEET TITLE:  
**S PL**

DATE:  
07/28/16

DRAWN/DESIGNED BY:  
MCA/RC

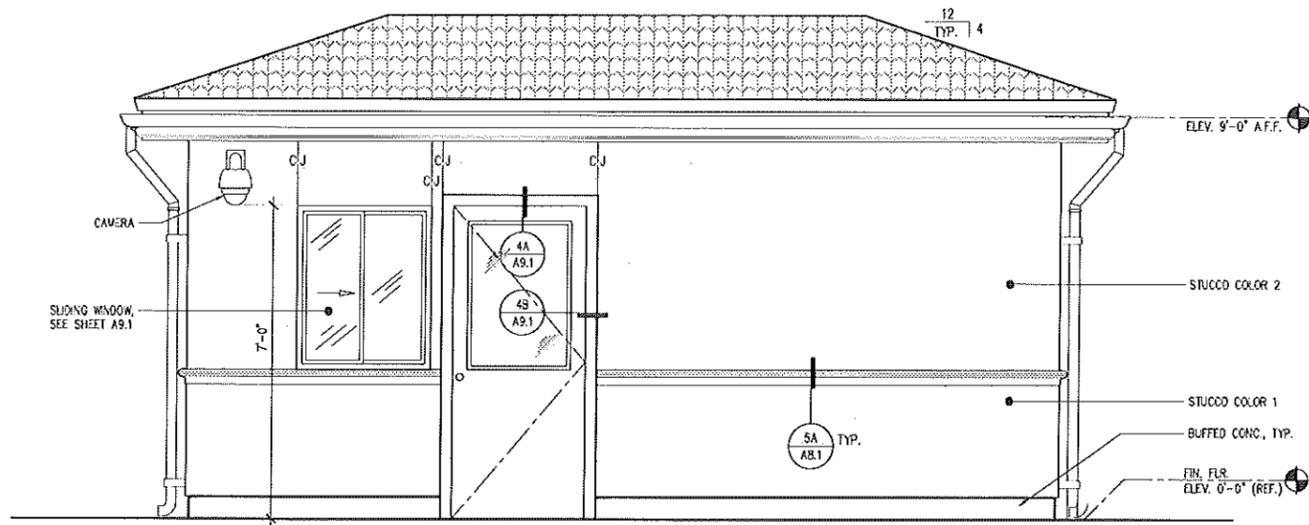
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D7001

CAD FILE:  
+A11\_SITE.dwg

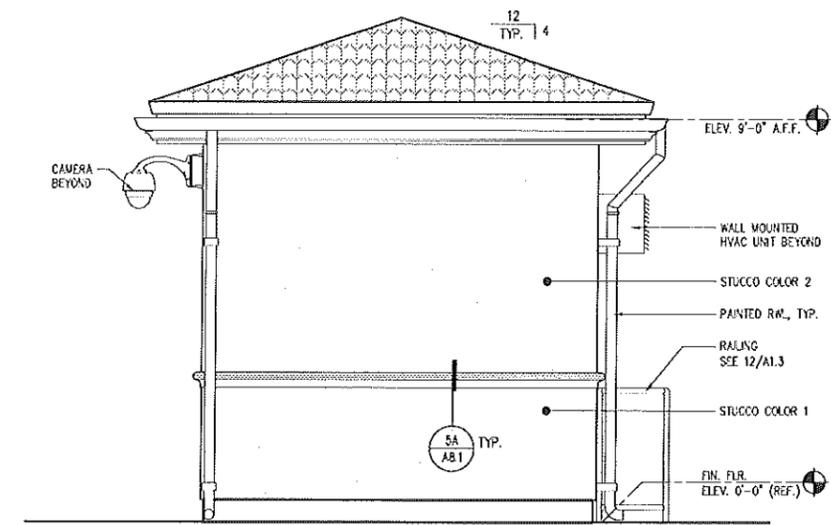
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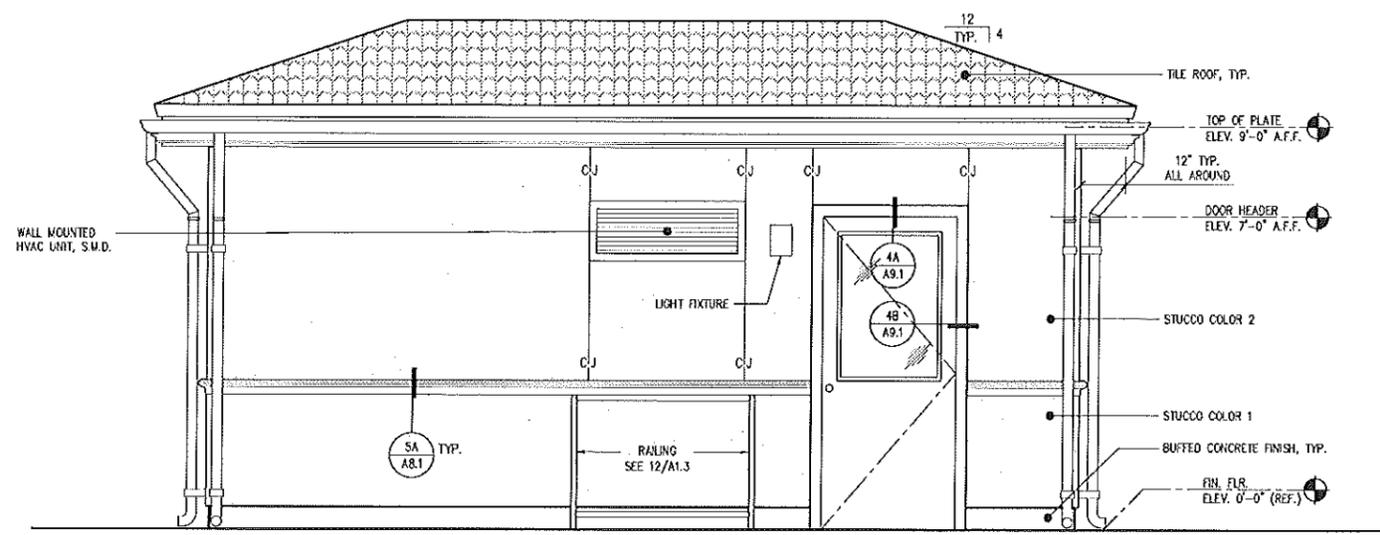
NOTES:  
CJ - CONTROL JOINT, SEE DETAIL 6/A8.1



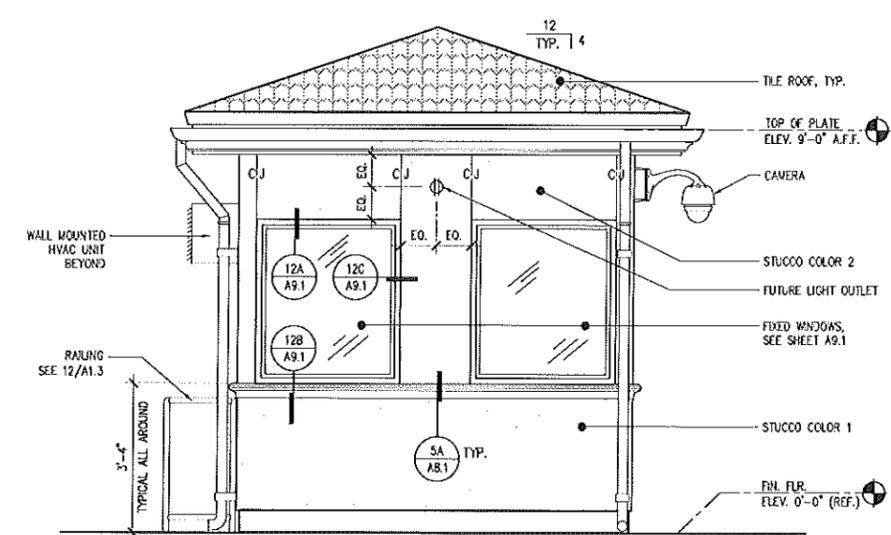
1 EXTERIOR SOUTH ELEVATION SCALE: 1/2" = 1'-0"



2 EXTERIOR EAST ELEVATION SCALE: 1/2" = 1'-0"



3 EXTERIOR NORTH ELEVATION SCALE: 1/2" = 1'-0"



4 EXTERIOR WEST ELEVATION

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**A R C**  
**E N G**  
 WWW  
 2260 Birchpark Rd  
 Danville, CA 94526  
 T 925 648 6200  
 F 925 648 6201

ITEM	REVISIONS/ISSUE
1	PLANNING DE

KEY PLAN:

PROFESSIONAL STAMP:

LICENSED ARCHITECT  
 GROUP CHAIRMAN  
 C 24218  
 Renew: 1-31-2017  
 STATE OF CALIFORNIA

APPROVALS:

PROJECT TITLE:

**ENTR**  
**MODIFI**  
**DISCOV**  
**H**  
**CLUBHO**  
**DISCOVER**

SHEET TITLE:

**EXTI**  
**ELEV**

DATE:

07/28/16

DRAWN/DESIGNED BY:

MCA/

JOB NO:

D7001

CAD FILE:

+A31.dwg

SHEET NO:

OCT 19 2015



CONTRA COSTA Co Recorder Office

JOSEPH CANCIAMILLA, Clerk - Recorder

DOC - 2015-0212401-00

Check Number

Wednesday, OCT 14, 2015 14:21:53

CER \$6.50 | MOD \$4.00 | REC \$14.00

FTC \$3.00 | RED \$1.00 | ERD \$1.00

Ttl Pd \$29.50 Nbr-0002412399

LLL / RW / 1-4



RECORDING REQUESTED BY, AND  
WHEN RECORDED, MAIL TO:

DISCOVERY BAY COUNTRY CLUB  
RESIDENTIAL ASSOCIATION

% Baydaline & Jacobsen LLP  
895 University Avenue  
Sacramento, CA 95825  
Attn: Jennifer M. Jacobsen, Esq.

(Space Above For Recorder's Use)

**AGREEMENT AFFECTING REAL PROPERTY**

**AMENDMENT TO GRANT OF EASEMENT**

This Agreement Affecting Real Property and Grant of Easement (the "Agreement") is made by and between the Parties, **Discovery Bay Country Club Residential Association**, a California nonprofit mutual benefit corporation (the "Association" and "Grantor") and the **Town of Discovery Bay Community Services District** ("TOBD" and "Grantee") (collectively, the "Parties"), on behalf of themselves and their successors and assigns.

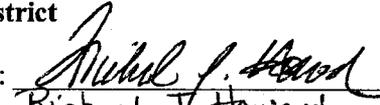
**Recitals**

- A. Association is the owner of all Common Areas including roads within Discovery Bay Country Club as more particularly described in the Amended Declaration of Covenants, Conditions and Restrictions of Discovery Bay Country Club, as recorded on April 17, 2006, as Document Number 2006-0118933-00 of the Official Records of Contra Costa County.
- B. TOBD has an existing, non-exclusive easement over and under Clubhouse Drive from Discovery Bay Boulevard to St. Andrews Drive for the purpose of the use, repair, maintenance and replacement of water and sanitary sewer utility lines (the "Utility Easement").
- C. When TOBD accesses the Utility Easement to perform its repair, maintenance and replacement of such water and sanitary sewer lines, TOBD is responsible in accordance with applicable laws to restore any property owned by the Association which is damaged in such process to the condition immediately before such work was performed, including landscaping.
- D. Association wishes to install a guard shack, gate system and related improvements (the "Improvement") over a portion of the Utility Easement for the Association's sole benefit and at the Association's sole cost and expense.
- E. TOBD does not object to the installation of the Improvement, however, TOBD will not agree to maintain the Improvement in conjunction with its work in the Utility Easement.

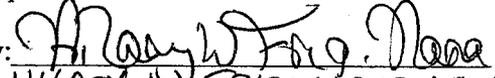
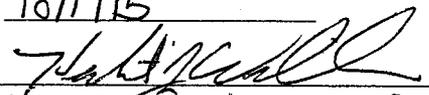
**NOW, THEREFORE**, for valuable consideration, receipt of which is hereby acknowledged, the Association and TOBD on behalf of themselves and their heirs, successors, and assigns, hereby agree as follows:

1. Modification of Maintenance for Improvements: TOBD shall continue to be responsible for repairing any damage it causes to the Association's Common Area property in conjunction with its work in the Utility Easement, provided, however, that the Association shall be solely and exclusively responsible for any damage caused to the Improvement in conjunction with TOBD's work in the Utility Easement.
2. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties to this Agreement hereto and their respective successors and assigns.
3. Complete Agreement/Modification: This Agreement constitutes the entire understanding between the parties to this Agreement with regard to the matters described herein. There are no representations, warranties, agreements, arrangements or undertakings, oral or written, between or among the parties to this Agreement hereto relating to the subject matter of this Agreement which are not fully expressed herein. This Agreement may not be altered or amended other than by a writing executed by the parties to this Agreement.
4. Incorporation of Recitals: The parties to this Agreement acknowledge and agree that the Recitals, which are incorporated as provisions of this Agreement by this reference, are true and correct.
5. Headings: The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
6. Attorneys' Fees: In the event a dispute arises under or is related to this Agreement, and whether or not a lawsuit is filed or commenced, the prevailing party shall be entitled to fees and costs, including attorneys' fees.
7. Effective Date: The Agreement shall be effective upon the date this Agreement is recorded in the Official Records of Contra Costa County, California.

**Town of Discovery Bay Community Services District**

By:   
 Richard J. Howard  
 (print name)  
 Its: General Manager  
 Date: 9-25-15

**Discovery Bay Country Club Residential Association, a California nonprofit mutual benefit corporation**

By:   
 HILARY W. FRIGOLIANA, DIRECTOR  
 (print name)  
 Date: 10/1/15  
 By:   
 HERBERT J. WILLIAMS, Secretary  
 (print name)  
 Date: 10-1-2015

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

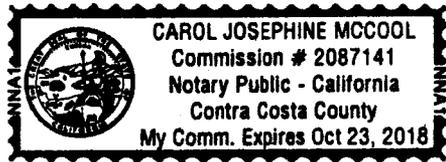
STATE OF CALIFORNIA )  
COUNTY OF Contra Costa )

On 9-25-2015, before me, Carol Josephine McCool, a Notary Public, personally appeared Richard J. Howard, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(~~s~~) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Carol Josephine McCool



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
COUNTY OF Sacramento )  
October

On ~~September~~ 1st <sup>2015</sup>, before me, Iran Mendez, a Notary Public, personally appeared Herbert J. Willmes, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(~~s~~) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Iran Mendez



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
COUNTY OF Sacramento )

On October 1, 2015, before me, Iran Mendez, a Notary Public, personally appeared Hilary Warrigillan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.  
Iran Mendez



On file in this office  
And correct copy of the original  
I hereby certify that this is a true  
ATTEST OCT 1 2015  
Joseph E. Casarini  
County Clerk  
Sacramento County

OCT 19 2015



895 UNIVERSITY AVENUE • SACRAMENTO, CA 95825  
TEL 916.669.3500 • FAX 916.669.3501

JENNIFER M. JACOBSEN

October 19, 2015

Carol McCool  
Administrative Assistant, Board Clerk  
Town of Discovery Bay, Community Services District  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Re: *Agreement Affecting Real Property*  
*Discovery Bay Country Club Residential Association*

Dear Ms. McCool:

Enclosed, please find a copy of the recorded Agreement Affecting Real Property.  
Please contact our office with any questions or concerns. Thank you.

Very truly yours,

**BAYDALINE & JACOBSEN LLP**

Tara N. Stevens  
Assistant to Jennifer M. Jacobsen

/ts  
Enclosure

{6812.01/00463305.1}



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

August 17, 2016

Prepared By: Mac Kaiser, Recreation Programs Coordinator

Submitted By: Catherine Kutsuris, Interim General Manager

### Agenda Title

Odyssey of the Mind Teams utilizing Community Center for the 2016-17 School Year

### Recommended Action

Determine whether to waive fees for the Odyssey of the Mind program for the use of the Discovery Bay Community Center Art Room for the 2016-17 school year.

### Executive Summary

The Byron Union School District has a number of students who participate in a program called Odyssey of the Mind (OM).

The OM program is a creative problem-solving competition involving students from kindergarten through college. The OM program is an independent and separate program from the school's regular curriculum. Team members work together at length to solve a predefined problem (the Long-term Problem) and present their solution to the problem at a competition.

At the September 16, 2015 Board meeting, General Manager Howard along with Amanda Dove, representative from the local Odyssey of the Minds (OM) program, requested the use of the Community Center Art Room Monday through Thursday from 3:00-5:00pm through March 2016 and that the fee's for this use be waived. The rental fees for that use when fully billed were in excess of \$4,800 if the current rental rate structure was adhered and complied with. OM coordinators offered to offset some of these revenue losses by participating in a Community Center based beautification project which includes building a K-9 agility course at the Community Center Dog Park.

At the September 16, 2015 Board meeting, after much discussion with General Manager Howard and OM coordinator's, the Board directed staff to further review with the OM coordinators and return for further action.

At the October 7, 2015 Board meeting, the Board approved the use of the Community Center Art Room Monday through Thursday from 3:00-5:00pm through March 2016 and that the OM team will build, purchase, and supply the labor for the Dog Park accessory items.

The OM program operated out of the Discovery Bay Community Center Arts Room Monday through Thursday during the 2015-16 school year. OM staff and participants were very respectful of the facility and Town staff, polite, understanding and flexible during their use of the Discovery Bay Community Center.

The OM coordinators have again requested the use of the Community Center Art Room for the 2016-2017 school year, Monday through Friday and to have the regular rental fees waived. The rental fees for that use when fully billed are in excess of \$5,500 if the current rental rate structure was adhered and complied with.

### Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

None

### Attachments

None

AGENDA ITEM: F-2



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes  
Board of Directors Regular Meeting  
Monday July 11, 2016

**\*\*\* SPECIAL MEETING TIME 5:00 P.M. for Closed Session\*\*\***

**6:30 P.M. for Remainder of Agenda**

Meeting Location: 3231 Main Street, Oakley  
Teleconference Location: 4158 State Highway 23, Oneonta, New York

<b>BOARD OF DIRECTORS</b>		
Steve Barr	Joel Bryant-President	Randy Pope
Meghan Bell	Ronald Johansen-Vice President	Erick Stonebarger
Robert Kenny	Cheryl Morgan	Joe Young

**5:00 PM – Call to Order**

## **ROLL CALL**

Directors Present: Barr, Bell, Johansen , Kenny, Pope, Young

Directors Absent: Bryant, Morgan, Stonebarger

## **RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS (5:00 P.M.)**

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representatives: Fire Chief and Glenn Berkheimer  
Employee Organization: AFSCME Local 2700
2. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1)  
Title: Fire Chief

## **RECONVENE IN OPEN SESSION (7:21 P.M.)**

## **PLEDGE OF ALLEGIANCE (7:21 P.M.)**

## **REPORT FROM CLOSED SESSION (7:21 P.M.)**

Item # 1 . Legal Counsel announced that direction was given to staff

Item # 2 . Legal Counsel announced that Board of Directors has concluded the Fire Chief's annual evaluation, finding his performance to have been outstanding and to have exceeded expectations.

**ROLL CALL (7:23 P.M.)**

Directors Present: Barr, Bell, Johansen, Kenny, Pope, Stonebarger (by teleconference), Young

Directors Absent: Bryant, Morgan

**PUBLIC COMMENTS (7:24 P.M.)**

There were five (5) Public Speakers . Bill Granados, Hal Bray, Mark Whitlock, Jessie LaChance Mellon, Vince Wells

**CONSENT CALENDAR (7:39 P.M.)**

**C.1** Approve Minutes from June 6, 2016 Regular Board of Directors Meeting

**Motion by: Director Pope to approve consent item C.1**

**Second by: Director: Barr**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**C.2** Approve Minutes from June 20, 2016 Special Board of Directors Meeting

**Motion by: Director Pope to approve consent item C.2, with a correction to the result of the vote on item D.2**

**Second by: Director: Barr**

**Vote: Motion carried: 6:0:1**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Young**

**Noes:**

**Abstained: Stonebarger**

**Absent: Bryant, Morgan**

**DISCUSSION ITEMS**

**D.1** Receive Update from the Multi-Jurisdictional Fire Task Force (7:41 P.M.)

Brentwood City Manager Gus Vina gave an update on the activities of the Multi-Jurisdictional Fire Task Force

There were three (3) Public Speakers . Vanessa Perry, Mayor Bob Taylor, Karen Rarey

**D.2 Adopt Resolution Setting Consolidated Election to Change Board of Directors from Appointed Nine-Member Board to Nine-Member Board Elected at Large (8:22 P.M.)**

There was one (1) Public Speaker . Stephen Smith

**Motion by: Director Bell to a Adopt Resolution Setting Consolidated Election to Change Board of Directors from Appointed Nine-Member Board to Nine-Member Board Elected at Large**

**Second by: Director: Johnansen**

**Vote: Motion carried: 6:1:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger**

**Noes: Young**

**Abstained:**

**Absent: Bryant, Morgan**

**D.3 Adopt Resolution Approving Contract with East Contra Costa Battalion Chiefs Association through December 31, 2018 (8:50 P.M.)**

There were no (0) Public Speakers

**Motion by: Director Kenny to Adopt Resolution Approving Contract with East Contra Costa Battalion Chiefs Association through December 31, 2018**

**Second by: Director: Barr**

**Vote: Motion carried: 6:0:1**

**Ayes: Barr, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained: Bell**

**Absent: Bryant, Morgan**

**D.4 Adopt Resolution Supporting State Legislative Action to Facilitate Re-Allocation of Property Tax Revenues (8:54 P.M.)**

There was one (1) Public Speaker . Vince Wells

**Motion by: Director Barr to Adopt Resolution Supporting State Legislative Action to Facilitate Re-Allocation of Property Tax Revenue with direction to send the resolution to the East County Voters and other fire protection districts in Contra Costa County**

**Second by: Director: Pope**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**D.5 Adopt Procurement Rules and Waive Second Reading and Adopt Ordinance to Provide Informal Bidding Procedures for Construction Contracts (9:14 P.M.)**

There were no (0) Public Speakers

**Motion by: Director Young to Adopt Procurement Rules and Waive Second Reading and Adopt Ordinance to Provide Informal Bidding Procedures for Construction Contracts**

**Second by: Director: Barr**

**Vote: Motion carried: 7:0:0**

**Ayes: Barr, Bell, Kenny, Johansen, Pope, Stonebarger, Young**

**Noes:**

**Abstained:**

**Absent: Bryant, Morgan**

**D.6 Receive Operational Update for June 2016 (9:17 P.M.)**

Chief Henderson gave an update on the Operations for June 2016

There were no (0) Public Speakers

**INFORMATIONAL STAFF REPORTS (9:25 P.M.)**

**DIRECTORS' COMMENTS (9:25 P.M.)**

Director Bell extends thanks to the crews for thier extra efforts.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS (9:27 P.M.)**

Director Young requested that President Bryant put an Ad-Hoc Committee together to work with the East County Voters (ECV) group.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: August 1, 2016 (9:29 P.M.)**

AUG 05 2016



**California Special  
Districts Association**

*Districts Stronger Together*

## MEMORANDUM

**DATE:** August 1, 2016

**TO:** CSDA Members (Regular, Associate, and Business Affiliate)

**FROM:** Bill Nelson, CSDA President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** 2017 CSDA Committee & Expert Feedback Team Participation

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CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members in the work of the association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district or company (staff and/or board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district or company would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

**Thank you for your continued support of CSDA!**

**California Special Districts Associations**

1112 I Street, Suite 200  
Sacramento, CA 95814  
Toll Free: 877-924-CSDA (2732)  
Phone: 916-442-7887  
Fax: 916-442-7889

**A proud California Special Districts Alliance partner**

**Special District Risk Management Authority**  
1112 I Street, Suite 300  
Sacramento, CA 95814  
Toll Free: 800-537-7790  
Fax: 916-231-4111

**CSDA Finance Corporation**  
1121 I Street, Suite 200  
Sacramento, CA 95814  
Toll Free: 877-924-CSDA (2732)  
Fax: 916-442-7889



**California Special  
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**2017 COMMITTEE AND EXPERT FEEDBACK TEAM  
INTEREST FORM**

Please make additional copies for each participant.  
***Please use actual contact information where you can be reached***

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

District/Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**COMMITTEES:** We hope your District or Company will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?  
\_\_\_\_\_ (maximum 3)

**NOTE:** All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

\_\_\_\_\_ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

\_\_\_\_\_ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

\_\_\_\_\_ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

\_\_\_\_\_ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

\_\_\_\_\_ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets up to six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 16-17) and Annual Conference (September 25-28) is expected if you serve on this committee. All 2017 Legislative Committee applicants are invited to join the 2016 committee members and CSDA staff for a legislative planning session on November 3, 2016.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- \_\_\_\_\_ Environment Working Group
- \_\_\_\_\_ Formation & Reorganization Working Group
- \_\_\_\_\_ Governance Working Group
- \_\_\_\_\_ Human Resources & Personnel Working Group
- \_\_\_\_\_ Public Works & Facilities Working Group
- \_\_\_\_\_ Revenue Working Group

I prefer to serve on \_\_\_ (1 or 2) Legislative Committee working groups

\_\_\_\_\_ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

**EXPERT FEEDBACK TEAMS:** In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

\_\_\_\_\_ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

\_\_\_\_\_ **Formation & Reorganization:** LAFCO

\_\_\_\_\_ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

\_\_\_\_\_ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

\_\_\_\_\_ **Legal:** General legal matters affecting special districts

\_\_\_\_\_ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

\_\_\_\_\_ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district board members and staff as well as Business Affiliates. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

**\*Either the District GM/Board President or Company President must authorize below**

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email [charlottel@cstda.net](mailto:charlottel@cstda.net) no later than **5:00 PM on Friday, October 14, 2016.**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 [www.cstda.net](http://www.cstda.net)



**California Special  
Districts Association**  
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## Keep us updated and enjoy a cup of Joe on CSDA!

A Starbucks gift card will be emailed to the first 50 people to submit this questionnaire!

In order to keep our database as up to date as possible, and ensure your membership dues are billed correctly, please take a moment to complete the information below and fax this to the CSDA office at 916.442.7889 or email to [cassandras@csda.net](mailto:cassandras@csda.net).

Please print:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

District Name: \_\_\_\_\_

Annual Operating Revenue\* \$ \_\_\_\_\_

\*Annual operating revenue is defined as "the district's total operating revenue/income as of June 30, 2016. Reported revenue should not include one-time grants or straight pass-throughs. Any funding used to support agency operations such as payroll and other administrative expense should be included.

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### Are you taking advantage of your membership?

There are a wide variety of benefits that come with your membership. Are you taking advantage of them? A sampling of benefits is listed below. For a full list, please visit [www.csda.net](http://www.csda.net).

- Excellent educational programs with discounted member pricing
- Access to cost-effective risk management services and tax-exempt financings
- Career Center and job postings
- Listserv and other member communication tools
- Added-value benefit programs like the Special District Purchasing Card
- One-hour free legal advice per year/per district
- Online bookstore with discounted member pricing
- Free downloadable publications

Any questions? Contact Member Services at 877.924.2732 or [cassandras@csda.net](mailto:cassandras@csda.net).